



City of Cahokia Heights

Interim Plan to Manage and Track Work Orders, Complaints, Preventative Maintenance; Safety Incidents; and Overflows and Backups

1. COLLECTION SYSTEM MANAGEMENT

Cahokia Heights's preventive maintenance plan (PMP) covers the assets we manage in our wastewater collection. The PMP combines preventive, predictive and corrective maintenance strategies with our best management practices. The PMP has been prepared to help Cahokia Heights effectively manage our wastewater collection system and achieve the following goals:

Goals

- Prevent public health hazards
- Protect the environment
- Comply with regulations
- Minimize the frequency of SSOs
- Mitigate the impact of SSOs
- Minimize disruptions in service
- Minimize complaints
- Provide quick response to any disruption in service that occurs
- Protect Cahokia Heights's large investment in the sewer collection system by maintaining maximum capacity and extending the useful life of the associated assets
- Prevent unnecessary damage to public/private property
- Efficiently use the funds available for the maintenance of the infrastructure and the operation of services
- Reduce expenditures for emergency maintenance
- Convey wastewater to the American Bottoms waste water treatment facility with a minimum of infiltration, inflow and exfiltration
- Provide immediate, responsive, and efficient service to all emergency calls
- Provide a safe work environment for employees, employers, and residents in Cahokia Heights.
- Perform all operations in a safe manner to prevent personal injury
- Utilize evolving technology to increase our effectiveness and efficiency
- Provide reliable service now and into the future

Organization:

Cahokia Heights Sewer Department is responsible for all aspects of a wastewater collection system. The sewer department has a staff of eight full-time and one part-time operation and maintenance positions. Contractors are used for maintenance activities and emergency support when requiring digs of more than six feet.

Director Water & Sewer– Class C Operator: Leads staff and delegates responsibility. Dennis Traiteur is our Director/Operator.

Assistant Director – Field Operations: Manages field operations and maintenance activities, provides relevant information to City's management, prepares and implements contingency plans, leads emergency response, investigates and reports SSO's, delegates jobs to appropriate maintenance staff, assists in training field crews. Kerchavian McCall is our Director of Field Operations.

Sewer Field Crew- Conduct staff operations and preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (e.g., mobilize sewer cleaning equipment, bypass pumping equipment, and portable generators). City of Cahokia Heights has seven full time and one part time staff on our field crew.

Assistant Director Water & Sewer: Administrative/Public Relations – Support staff operations and preventive maintenance activities, assist with data entry and quality control, handle billing, dispatch, customer response, outreach, and other support functions as needed. Sharlin Pfeffer is the Assistant Director of Water & Sewer. She works with four full time administrative clerks and one part time clerk.

Training: The City of Cahokia Heights is a newly formed City combining three cities and two Water and Sewer Districts. There are five full time and one part time employee in the Field Crew with prior experience. There are currently three employees with CDL License. The City currently utilizes in house training and is seeking options of specialized training through the state, and other educational programs.